

**ASTDN Executive Board Meeting
 Conducted via Conference Call
 Friday, December 19, 2008**

Meeting convened @ 2:15 PM ESTD Michelle Cravetz (for Teresa Garrett)

Position	Name	Present	Absent
President (presiding)	Teresa Garrett		x
President-Elect	Diana Pistole	x	
Executive Director	Michelle Cravetz	x	
Administrative Assistant	Janet Deveny-Edwards	At end	
Past-President	Shirley Orr		x
Treasurer	Rhonda Richtsmeier	x	
Secretary	Barbara Hickok	x	
ASTDN Special Projects Coordinator	Mary Pat Couig		x
Member-at-Large/Program/Mentoring	Glynnis LaRosa	x	
Member-at-Large/Membership	Tom Engle	x	
Member-at-Large/By-laws/South Central Region	Clair Millet	x	
Communication	Karen O'Brien		x
PH Policy	Diana McMaster Xenobia Harris	x	x
PH Preparedness	Juanita Graham		x
Southeast Region	Sandra A. Schoenfisch		x
Mountain West Region	Ramona Rusniak	x	
Northeast Region	Janet Morrisette	x	
Northwest Region	Diana McMaster	x	
North Central Region	Julie McMahon		x
Mid-Atlantic Region	Joanne Wakeham		x

TOPIC	DISCUSSION	FOLLOW-UP ACTIONS
Secretary's Report	Barbara-- Oct and Nov 2008 minutes were reviewed. October—no revisions. November—attendance changes. October and November approved.	Barbara will make the revisions to the November minutes, and then send to group and Glenda (for posting on the website).
Treasurer's Report • Update	Rhonda—sent Nov. balance sheets to board today. Currently: ~ \$120,000 in the bank. ~\$20,000 revenue from dues in this month. ~\$17,000 in expenses. Tom unsure of core budget for ASTDN—Group agreed the budget has been difficult to finalize due to change in planned funding (no additional CDC dollars).	Rhonda, Michelle, and Teresa to meet and present revised budget on January 2009 call.
Executive Director Report	Michelle—communicated with Tom and NW Health Foundation about funding. Foundation suggested they contact RWJ, since Nursing is to be integrated in as many RWJ projects as possible. ASTHO meeting –cancelled for December, and rescheduled for 1/6/2009 (same day new congressional members will be sworn in). Michelle and Teresa will meet with ASTHO; ANA legislative staff; APHA legislative staff and Dr. Benjamin. Are there other opportunities in the Cooperative Agreements of these organizations?	Michelle and Teresa to f/u w/RWJ. Report next month from Teresa and Michelle on 1/6/09 visit to DC.
Special Projects Coordinator	Mary Pat has signed off on all the projects and they are closed. Great big "Thank You" to Mary Pat!	Closed.
Committee Reports • Bylaws	Clair—received feedback from 10 members, and has several questions for discussion: 1)Dues—would an increase in the official state representative dues cause a shift to lower level of membership (lower cost)? <i>Discussion:</i> Associates only can vote if there is a state rep. Clair will include the language change. All the membership categories were reviewed by the group with discussion, and board still agrees with the proposed changes. 2) Should the name of the organization change? Should purpose change?	

<ul style="list-style-type: none"> Membership 	<p><i>Discussion:</i> Group prefers to keep “Public Health Directors of Nursing” in the group name; no changes recommended for purpose and mission.</p> <p>3) Does the definition of quorum need to change with the new membership categories and additional voting members? What happens if there is not a quorum?</p> <p><i>Discussion:</i> We should think about what a quorum is and state specifically how business should proceed without a quorum. Meeting processes need to be defined in the by-laws.</p> <p>4) Should regional reps be added to Exec. Committee as official members?</p> <p><i>Discussion:</i> Currently Regional Representatives are invited to participate, but they do not vote. Regional Representatives are not elected and serve as volunteers.</p> <p><i>Should regional representatives be added to the Executive committee? Moved, seconded, and roll call vote = all “YES.” Motion passed.</i></p> <p><i>Should regional representatives be elected positions? Motion retracted.</i></p> <p><i>Should regional representatives participate on Executive Committee calls and meetings in an “ex-officio” capacity without a vote? Moved, seconded, and roll call vote = 5 “YES” and 1 “NO.” Motion passed.</i></p> <p>5) Is a dissolution process needed in the by-laws since we have money in the bank?</p> <p><i>Discussion: all agreed.</i></p> <p>Next steps—revisions to be made by Clair, sent to group for discussion at next call.</p> <p>Brief discussion: are the revised by-laws for this group or the group we want to be?</p> <p>Conclusion: By-laws are a fluid document and will change as we change.</p> <p>Tom—committee has not had a formal meeting. He expressed concern regarding potential confusion in communication chains as the membership increases.</p> <p>Group identified the importance of the Regional Representative in recruitment efforts.</p> <p>Brochures and cover letters have been sent by Janet to state health directors. Regional Representatives will assist with follow-up when they can.</p> <p>Michelle suggested that memberships make wonderful gifts!</p> <p>Ramona made suggestions about connection strategies with neighboring states, and has made an effort to contact potential Mountain West members.</p>	<p>Clair will make suggested revisions, and send to group for discussion on January call.</p> <p>Janet will send the letters for states without a state nursing director. Tom will f/u w/phone calls and E-Mail. Regional Representatives will be advised when letters sent to their regions.</p>
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<ul style="list-style-type: none"> • Program 	<p>Glynnis/Diana—progress on agenda; working on speakers; calls for abstracts (due Jan 31); hotel secured. Registration increased to \$325, and alumni eligible for \$50 scholarship.</p>	<p>Committee will continue to meet, and in January the call for abstracts will be reissued.</p>
<ul style="list-style-type: none"> • Public Health Policy 	<p>Diana M—working with Michelle. Initial conference call (meet & greet) scheduled for 1/7/09. Working meeting call scheduled for 1/20/09. Advocacy booklet to be addressed. Diana M will be on Title VIII funding call.</p>	<p>Calls scheduled and group notified.</p>
<ul style="list-style-type: none"> • Mentoring 	<p>Glynnis still trying to f/u with U Mass contact and will keep the group posted.</p>	<p>Glynnis will continue to f/u w/U Mass contact.</p>

<p>Unfinished Business</p> <ul style="list-style-type: none"> • Healthiest Nation Alliance Activity • Trip to Washington DC • By-Laws 	<p>Michelle (for Teresa)—does ASTDN want to have an activity?</p> <p>See Executive Director report. See Committee report.</p>	<p>Board to check out the www.healthiestnation.org website and bring ideas to next call</p>
<p>New Business</p> <ul style="list-style-type: none"> • Partner identification brainstorming • Request for meeting from Office of National Nurse 	<p>Deferred to next call.</p> <p>Teri Mills contacted Glenda Kelly "for suggestions on how to have a new connection with ASTDN." Group discussion: Ms. Mills is an associate member and can participate as other members. Group defers to Teresa if she thinks further actions are warranted.</p>	<p>Michelle will f/u with Teresa as to whether further contact is indicated.</p>
<p>Meeting Schedule</p>	<p>January 16, 2009 @ 2 PM ESDT.</p>	
<p>Adjournment</p>	<p>4 PM ESDT</p>	